

Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

Project Sponsor: San Benito County Local Transportation Authority

Agency Name: San Benito County Local Transportation Authority

Effective Date of this Document: 2/1/2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to

verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
- a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

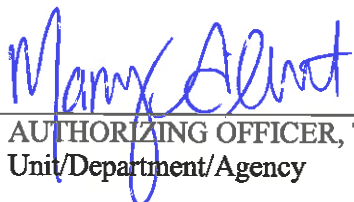
- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:

 *Mary Abbott*, Executive Director
AUTHORIZING OFFICER, Title
Unit/Department/Agency

**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE _____ Executive Director _____
(Chief Executive Officer / Director / President / Secretary)

OF THE _____ San Benito County Local Transportation Authority _____
(Name of County/City Organization)

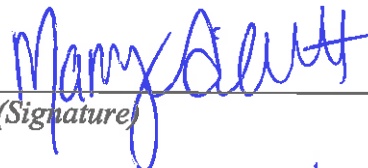
I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent) OR

(Name and Title of Authorized Agent)

(Print Name) _____ Executive Director _____
(Title)


(Signature)

Approved this _____ day of February, 2016

Attachment: Board Resolution approving Authorized Agent

Resolution of the San Benito County Local
Transportation Authority Approving a
Project Under the Low Carbon Transit
Operations Program (LCTOP) and
Authorizing the LTA Executive Director or
Transportation Planning Manager to
Execute the LCTOP Certifications and
Assurances

Resolution No. 15-02

WHEREAS, the San Benito County Local Transportation Authority (LTA) is an eligible project sponsor and may receive state funding for transit projects from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the LTA proposes to use LCTOP funding to enhance mobility and reduce greenhouse gas emissions through the provision of expanded bus service to Gilroy; and

WHEREAS, LCTOP program guidelines require fund recipients to execute Certifications and Assurances regarding compliance with applicable statutes, regulations and guidelines; and

WHEREAS, the LTA wishes to delegate authority to the LTA Executive Director and/or Transportation Planning Manager to execute these documents and any amendments thereto for and on behalf of the LTA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the LTA that it hereby authorizes the expenditure of funds for expanded bus service to Gilroy, and

BE IT FURTHER RESOLVED by Board of Directors of the LTA that it hereby agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects, and

BE IT FURTHER RESOLVED by the Board of Directors of the LTA that it hereby authorizes and directs the LTA Executive Director and/or Transportation Planning Manager to execute all Certifications and Assurances required of the LCTOP program with the California Department of Transportation, and any Amendments thereto, for and on behalf of the LTA.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY
on this 15th day of October 2015, by the following vote:

AYES: Chair Muenzer, Boch, Botelho, Gomez, and Velazquez

NOES: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:

Mary Gilbert, Interim Executive Director

By: 

Date: 10/15/15


Jerry Muenzer, Chair

APPROVED AS TO LEGAL FORM:

San Benito County Counsel's Office

By: 

Shirley L. Murphy, Deputy County Counsel

Date: Oct. 9, 2015

Resolution of the San Benito County Local)
Transportation Authority Authorizing the)
Execution of the Low Carbon Transit)
Operations Program (LCTOP) Project:)
Expanded Intercounty Services (\$56,513))

Resolution No. 16-01

WHEREAS, the San Benito County Local Transportation Authority (LTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the LTA wishes to implement the LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the LTA that the LTA agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Local Transportation Authority that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2015-2016 LCTOP funds:

- *Project Name: Expanded Intercounty Services*
- *Amount of LCTOP funds requested: \$56,513*
- *Short Description of project: The San Benito County LTA will increase the frequency of buses traveling from San Benito County to Gilroy (CalEPA identified Disadvantaged Community). This increase in transportation options may facilitate a decrease in single occupant vehicles from San Benito County in Gilroy.*

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY
on this 21st day of January 2016, by the following vote:

AYES: Gomez, Botelho, Muenzer, West, and Velazquez

NOES: 0

ABSENT: Boch

ABSTAIN: 0


Ignacio Velazquez, Vice-Chair

ATTEST:

Mary Gilbert, Executive Director

By: 

Date: 1/21/16

APPROVED AS TO LEGAL FORM:

San Benito County Counsel's Office

By: 

Shirley L. Murphy, Deputy County Counsel

Date: Jan. 14, 2016

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

Project Information:

Lead Agency:	San Benito County Local Transportation Authority
Project Name:	Continued Expansion of Intercounty Services
Project Type: <i>See Attachment A</i>	A2: Expand/Enhance transit service
Description of Project (Short):	SBCLTA currently operates
Project Location:	San Benito and Santa Clara County
Project Start Date (anticipated):	Aug-16
Project End Date (anticipated):	Jun-17

Funding Information:

Funding Year:	15/16
Requested Amount of PUC 99313:	\$56,513
Requested Amount of PUC 99314:	
Total LCTOP Funding:	\$56,513
Total Project Cost:	\$56,513

Project Benefits:

Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	
Project Life:	
Estimated Total GHG Reduction:	0

Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	Yes
Does the Project Benefit a DAC?	Yes
Identify the DAC Census Tracts?	6085512602
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	TP 2D: Project provides improved intercity rail (and related feeder bus service), commuter bus or rail transit connectivity for riders using stations or stops in a ZIP code that contains a disadvantaged community census tract or within ½ mile of a
Qualitative Description of DAC Benefit?	As of the last census, San Benito County has 55% of the working population commuting outside the county for work. The lions share of these commuters are SOV's that are commuting through the DAC. This expanded intercounty service will provide more transportation alternatives to get people to the Gilroy Transit Center, where there are currently connections to CalTrain Commuter Trains, Valley Transportation Authority Commuter Buses, Salinas Monterey Transit Commuter Buses, as well as Intercity Bus services (e.g. Greyhound). In the future, this transit station will also provide access to the California High Speed Rail and Amtrak's Capitol Corridor
Describe the DAC Need Project Addresses?	
Total GGRF \$ Allocated to DAC	\$56,513

Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	484255.2
Ridership Increase	
Fuel Ues Reduction:	
Energy Use Reduction:	

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

Regional Entity:	San Benito County LTA
Project Lead: San Benito County Local Transportation Authority	County: San Benito
Project Title: Continued Expansion of Intercounty Services	

Project Lead:

1

certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

Name: Mary Gilbert

Signature: 

Title: Executive Director

Agency: San Benito County Local Transportation Authority

Date: 2/1/2016

Amount: \$56,513

Contributing Sponsor(s):

*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.

Name:

Signature:

Title:

Agency:

Date:

Amount:

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	<i>LCTOP Allocation</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>
Request Amount per PUC 99313:		\$56,513	\$0	\$0
Request Amount per PUC 99314:		\$0	\$0	\$0
Total Project Allocation Request:		\$56,513	\$0	\$0
Project Title:	Continued Expansion of Intercounty Services			
Project Location/Address:	San Benito and Santa Clara Counties			

Table 1: Project Lead Information

	Legislative District Numbers
Agency Name: San Benito County Local Transportation	Assembly: 30
Contact Person: Sean Reilly Vienna	Senate: 12
Contact Phone #: 831-637-7665 ext 205	Congressional: 20
Email Address: sean@sanbenitocog.org	Amount: PUC Funds Type:
Address: 330 Tres Pinos Road	\$
Hollister, CA 95023	\$

Table 2: Contributing Sponsor Information

Name:	Amount :	PUC Fund Type:
Contact:	\$	
Contact Phone #:	\$	
Email Address:		
Address:		
Other Contributing Sponsors: (Attach sheet with contact information)	Amount:	PUC Fund Type:
Name:	\$	
Name:	\$	
Name:	\$	
TOTAL \$0		

(*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

Table 3: Type of Project

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects		Capital Projects	
<input type="checkbox"/>	A1	<input type="checkbox"/>	Bi
<input checked="" type="checkbox"/>	A2	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A3	<input type="checkbox"/>	Biii
<input type="checkbox"/>	A4	<input type="checkbox"/>	
<input type="checkbox"/>	A5	<input type="checkbox"/>	

Table 4: Project Summary

a) Project Description - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

Through recent "unmet needs" outreach efforts and the process of pulling together our new Short Term/Long Term Transit Plan, staff has recognized that there is a need to continue to improve connections from San Benito County to the Gilroy Transit Center located in south Santa Clara County. The LCTOP funds that were allocated to San Benito County LTA for FY 14/15 were used to add an additional morning intercounty run. The new run was at or near capacity within the first week in service. The LTA is looking for isimilar success in the future as we expand our intercounty service to match up with more established "commuter" services (e.g. CalTrain, VTA Express, MST #55, and eventually the Amtrak Capitol Corridor Expansion and the California High Speed Rain) at the Gilroy Transit Center. These funds will be used to operate a minimum of three new service routes between San Benito and Santa Clara counties, increasing operations and improving accessibility for San Benito County Residents.

b) Project Location - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information, <http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

Although San Benito County, does not have a DAC within its jurisdiction, San Benito County Express (run by San Benito County LTA) does provide transit up into the DAC in Gilroy, CA. This project will operate intercounty buses providing service from the cities of Hollister and San Juan Bautista (San Benito County) up to the City of Gilroy and the DAC located in census tract 6085512602 (Santa Clara County).

c) Project Life - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital:

Operations: 12 months

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

a) Greenhouse Gas Reduction - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

As of the last census, San Benito County has 55% of the working population commuting outside the county for work. The lions share of these commuters are SOV's that are commuting through the DAC. This expanded intercounty service will provide more transportation alternatives to get people to the Gilroy Transit Center, where there are currently connections to CalTrain Commuter Trains, Valley Transportation Authority Commuter Buses, Salinas Monterey Transit Commuter Buses, as well as Intercity Bus services (e.g. Greyhound). In the future, this transit station will also provide access to the California High Speed Rail and Amtrak's Capitol Corridor Commuter Train.

b) Increased Mode Share - Describe how this project will directly increase mode share.

By providing commuters more frequent and reliable connections to commuter services at the Gilroy Transit Center, there will be a higher incentive for commuters to take transit from San Benito County to employment centers in Silicon Valley.

c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantage community (e.g., vouchers, reduced fares, transit passes).

Low Carbon Transportation Projects

<input type="checkbox"/>	1A	<input type="checkbox"/>	2A
<input type="checkbox"/>	1B	<input type="checkbox"/>	2B
<input type="checkbox"/>	1C	<input type="checkbox"/>	2C
<input type="checkbox"/>	1D		

<input type="checkbox"/>	1A
<input type="checkbox"/>	1B
<input type="checkbox"/>	1C
<input type="checkbox"/>	1D
<input type="checkbox"/>	1E
<input type="checkbox"/>	1F

Transit Projects

<input type="checkbox"/>	1G	<input type="checkbox"/>	2E
<input type="checkbox"/>	1H	<input type="checkbox"/>	2F
<input type="checkbox"/>	2A	<input type="checkbox"/>	2G
<input type="checkbox"/>	2B	<input type="checkbox"/>	2H
<input type="checkbox"/>	2C	<input type="checkbox"/>	2I
<input checked="" type="checkbox"/>	2D		

d) Disadvantaged Communities (DAC) (if applicable*) - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

Currently, work commuters from San Benito County that commute via SOV's have to queue up at the on/off ramps for SR 25 and the 101, northbound in the AM Peak and southbound in the PM Peak. This project will provide transportation alternatives for these commuters, helping to decrease the amount of SOV's that are commuting to and through the DAC of Gilroy, as well as the SOV's that are queued up in the DAC of Gilroy.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

Table 5: Description of Major Benefits/Outcomes

e) Co-Benefits - Check all additional Benefits/Outcomes.

<input type="checkbox"/> Improved Safety	<input checked="" type="checkbox"/>	Coordination with Educational Institutions
<input type="checkbox"/> Improved Public Health	<input checked="" type="checkbox"/>	College/University
<input type="checkbox"/> Reduced Operating/Maintenance Cost	<input checked="" type="checkbox"/>	Promotes Active Transportation (walking, biking)
<input checked="" type="checkbox"/> Increase System Reliability	<input checked="" type="checkbox"/>	Promotes integration with other modes of transportation
<input type="checkbox"/> Other Benefits (describe below)		

f) Co-Benefits - Describe benefits indicated above in d) and any other benefits not listed.

Benefit: Improved Safety

Description: The additional bus service to Gilroy will improve the safety both passenger and drivers alike by eliminating additional trips taken along Highway 25- resulting in less chance for an accident. According to the 2010 US Census, approximately half of San Benito County residents commute outside the County for employment. As such, any consolidation of single-occupancy vehicle trips will improve the safety of both passengers and commuters. The overarching goal of the proposed bus service is to provide passengers with timely and reliable transportation, which in return may result in ensured punctuality. This punctuality in service will likely prevent commuters from having to speed due to tardiness while travelling along Highway 25 and Highway 101. Furthermore, the additional bus service has the potential to reduce the number of distracted drivers by providing a service where passengers may work, sleep, or multi-task on their way to work or school.

Benefit: Improved Public Health

Description: There will be an improvement in public health because there will be less carbon dioxide emissions and harmful greenhouse gases emitted into the atmosphere with the reduction of single-occupancy vehicles traveling to Gilroy. In addition, the use of public transit has other public health benefits including increased physical activity of riders traveling by foot or bicycle to reach their final destination from the bus.

Benefit: Increase system reliability

Description: With the funds provided another line will be added to service Gavilan College and Caltrain commuters, allowing for more bus capacity and improved system reliability, ensuring that riders have the opportunity to reach Gilroy on time.

Benefit: Other benefits

Description: There will be less wear and tear on Highway 25 due to the reduced number of single occupancy vehicles on the roadway. The project will also reduce congestion on the roadway.

Benefit: Coordination with educational institutions

Description: There is coordination with Gavilan College transporting students to the local branch of the school and to the DAC of Gilroy, CA. The fixed route buses are provided to offer service to students to the elementary, middle school, and high school in the immediate area.

Benefit: Promotes integration with other modes of transportation

Description: The intercounty bus that travels to Gilroy connects with the Caltrain, which is another mode of transportation into the San Francisco Bay Area and surrounding cities. There are several other commuter and express buses which connect in Gilroy to offer opportunities to travel further north or to the Monterey/Salinas area. The buses also have bike racks provided for passengers to allow them the mode of bicycling to their end destination.

Table 6: Project Schedule

Capital Projects	
Begin Construction Phase (Contract Award)	
End Construction Phase (Contract Acceptance)	
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	
End Closeout Phase	

Operations Projects	
Begin expanded/enhanced transit services	Aug-16
End expanded/enhanced transit services	Aug-17
Begin Closeout Phase	Dec-17
End Closeout Phase	Jan-18

START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.

Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.

Low Carbon Transit Operations Program (LCTOP)

PROJECT DESCRIPTION AND ALLOCATION REQUEST (OPERATIONS DESCRIPTION)

Table 7: Operations Project Description

a) Describe the operating plan for this system.

Prior to the allocation of the 14/15 LCTOP funds, San Benito County Express operated 14 routes up into Santa Clara County (DAC of Gilroy). As part of the SRTP/LRTP (that is due for adoption February 2016) we will be restructuring the commuter services that service the Gilroy Transit Center. These funds will help continue the operation of the new route that was started last fall with LCTOP monies, and allow for the addition of additional AM/PM commuter routes.

b) Describe the fare structure for this system.

The fare structure will mirror the current Inter-County fare structure as follows:

One Way Fare: \$2.00 (General Public)/ \$1.25 (Discount*)

10 Tokens: \$18.00 (General Public)/ \$11.00 (Discount*)

Monthly Pass: \$60.00 (General Public)/ \$40.00 (Discount*)

*Discount fares are for Youth (5-17 years old), Elderly (over 65 years old), Disabled (certified through LTA's ADA application)

c) Describe the assumptions and process that were used to develop the ridership projections shown in the request.

Ridership numbers were based off the number of available seats in the buses that will be used, looking at a occupancy rate of 65% on those buses, multiplying that by 5 (the number of one way trips), multiplying that by 5 (days of week) and multiplying that by 50 (weeks of operation).

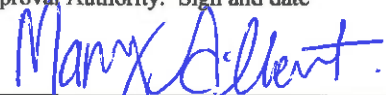
d) Describe the assumptions and process for how the operating cost projections were developed.

Using the per hour operating costs for the current inter-county service. Routes were analyzed based on the additional hours they would add to the system.

Low Carbon Transit Operations Program

TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print) Vienna	Sean Reilly	Phone: (831) 637-7665	Date: 1/29/2016
Approval Authority: Sign and date 		Typed name and phone number: Mary Gilbert, Executive Director (831) 637-7665 ext 207	

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost									Project
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	Total
PA&ED	0	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0	0
Veh/Equip Purchase	0	0	0	0	0	0	0	0	0
Operations/Other	0	56,513	0	0	0	0	0	0	56,513
TOTAL	0	56,513	0	0	0	0	0	0	56,513

Low Carbon Transit Operations Program (LCTOP)									Total
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other		56,513							56,513
TOTAL	0	56,513	0	0	0	0	0	0	56,513

Funding Source:									Total
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
TOTAL	0	0	0	0	0	0	0	0	0

Funding Source:									Total
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
TOTAL	0	0	0	0	0	0	0	0	0

Funding Source:									Total
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	FY	
PA&ED									0
PS&E									0
R/W									0
CON									0
Veh/Equip Purchase									0
Operations/Other									0
TOTAL	0	0	0	0	0	0	0	0	0

Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

Funding Source:								
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 15/16	FY	FY	FY	FY	FY	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
TOTAL	0	0	0	0	0	0	0	0

